




PWS Distribution System Service Line Material Inventory Reporting Guide

DoIT-IEPA

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Creating and Authenticating to your Illinois Public Active Directory Account

Overview

This guide provides a walk-through for the creation of an Illinois Public Active Directory (AD) Account. This authentication service provided by the State of Illinois will allow you to use a growing number of online services provided by state agencies and departments, including the IEPA Service Line Material Inventory Reporting application.

Instructions

Step 1: Initiation

There are several ways you can be introduced to the State of Illinois Public Active Directory account. You can navigate directly to the account setup page here: <https://bit.ly/38r1yvb> or by searching in your browser for “State of Illinois public account portal”. You can also be directed to the AD account authentication login/create page from another application that uses this authentication scheme. Either way, once an account is created you can be granted access to applications that use this service for authentication.

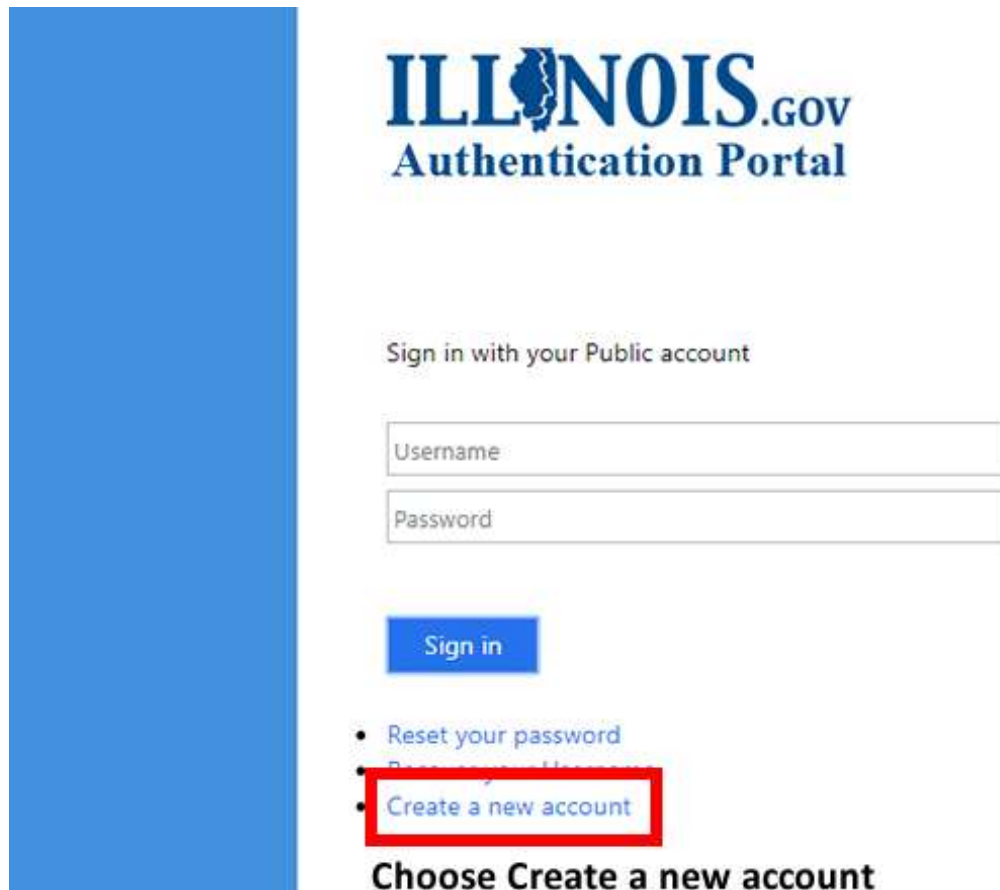
Step 2: Account Creation

The first step to create a State of Illinois Active Directory Account is to navigate to the website above using an internet browser such as Chrome or Internet Explorer. The landing page should look like this:



Select “Public Account” from the options. This will redirect the user to the State of Illinois Authentication Portal for Public Accounts.

This webpage will allow you to login with your credentials (if you already have an account), reset your password, or create a new account. Select “Create a new account” if this the user has not created on yet (otherwise user can just log in here).



ILLINOIS.gov
Authentication Portal

Sign in with your Public account

Username

Password

Sign in

- [Reset your password](#)
- [Forgot your username](#)
- [Create a new account](#)

Choose Create a new account

After selecting ‘create a new account’, the next webpage (visible on the following page) allows the operator to enter identifying information to associate to the new account. Please fill out all required fields on the form.

Notes:

If you have multiple email addresses and this notice was sent to an email that is not your preferred email, please register with the preferred email instead. This will allow us to correct our email data associated your operator id.

Please observe the password complexity rules before you create your password.

Once you have entered all required information, select “Register” to create your account. The account will be created and will see a notice that an email has been sent to the email provided. To confirm account creation, please close your browser and check your email for a message from



[Accounts](#) ▶ Create a new Account

Create a new Account

Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.

Examples: John.Smith JSm1th

First Name:

Last Name:

Email Address:

Confirm Email Address:

Cell Phone:
(Optional)

Example: 999-999-9999

Cell Carrier:

- Not Supplied -

Choose your Username:

Password:

[Password Rules](#)

Confirm Password:

Register

Cancel

IdentityManagement@illinois.gov. Once you receive the email, open it and look for a link to confirm your account. Click the link to confirm your account setup. When the link is clicked you should be

returned to either the SOI Authentication Portal or the page or to the webpage from which you were redirected to the authentication portal.

Step 3: Account Login

After registering and confirming the email, the user will be directed back to the Authentication Portal as shown below. Select Public Account as you did before to be directed to the login page.



After clicking Public Account, you will be directed to the login page which was encountered earlier to select Create Account. Enter the username and password that was entered during account creation and select "Sign In" to authenticate to the system.

A screenshot of the ILLINOIS.gov Authentication Portal login page. The page features a blue vertical bar on the left. The header displays the "ILLINOIS.gov" logo with a state outline and the text "Authentication Portal". Below the header, the text "Sign in with your Public account" is centered. A red rectangular border highlights the login fields, which include a "Username" input field and a "Password" input field. Below these fields is a blue "Sign in" button. At the bottom, there are three links: "Reset your password", "Recover your Username", and "Create a new account".

PWS Distribution System Service Line Material Inventory Reporting Guide

Overview

This guide provides an annotated walk-through for the responsible designee of a water system to submit annual distribution system material inventory reports. At this time, Responsible Operators in Charge have been designated to complete the reporting requirement and submit the data by entry on the website provided by the Illinois EPA as detailed in this document. The website will provide secure access to submit this data only to those designated as Responsible Operator in Charge at that water system.

Instructions

Step 1: Notification

Responsible operators at each facility will initially be sent a letter providing basic information regarding the data submission website and what they are tasked to do as well as a **unique PIN** to be used to link personal data already known to the IEPA for each operator. This user guide will also be maintained on the Illinois EPA website Operator Certification (<http://www.epa.illinois.gov/Assets/iepa/drinking-water/operator-certification/pws-distribution-system.pdf>) to help walk through the process and there is also a help section in the application itself once you get logged in.

If you receive a notification letter with a PIN, you may be asked to create an AD account with the State of Illinois as part of this process. This process is outlined in a separate document at (<http://www.epa.illinois.gov/Assets/iepa/drinking-water/operator-certification/authentication-account.pdf>)

Step 2: Link New Account to Existing Operator Data

Once you have successfully logged in with your public authentication account, you will be presented with a user setup screen such as this:

NAVIGATION

- Home
- Help

Illinois EPA

BATTY, STUART

Water Treatment Facility Administration

You should know this number. It was assigned to you when you became certified.

User Setup

Initialize User

Operator ID

PIN

SEARCH

This number was provided to you in your notification letter or email.

You've been redirected to this page because this is your first login. The purpose of this step is to tie your data from the old Operator Certification system to your identifying records in this new system.

Instructions

Enter your operator ID and the Pin that you recieved in the mail, then Search.

Review the returned records to determine if they appear to be yours. Don't worry if a detail or two is incorrect, such as a facility that you no longer work at showing up in the list, we can fix that at a later time.

If the records shown below match facilities where you work, or have worked, and the responsibilities listed for them are representative of your current or past work history, press confirm. This will associate your new login credentials with your imported data.

If you get an error message, verify that you have correctly entered your Pin and Operator ID. If you continue to receive an error contact the [Operator Certification Program Staff](#).

At this point you will enter both your Operator ID and the PIN that was included in the letter you received or in an email notification. Once Operator ID and the PIN are entered, select **“Search”** and the system will check the database for your Operator ID and PIN combination.

Step 3: Confirm User Operator Tie

After the database is queried you will be presented with results below that match the Operator ID / PIN combination you entered (See image below). If no results are returned, check the Operator ID and PIN for accuracy and search again. If there is still no match, send an email to EPA.OperatorCertification@illinois.gov with details of the problem and we will resolve the data issue for you and send back specific instructions.

Initialize User

Operator ID
12345678

PIN
10000462

SEARCH

You've been redirected to this page because this is your first login. The purpose of this step is to tie your data from the old Operator Certification system to your identifying records in this new system.

Instructions

Enter your operator ID and the Pin that you recieved in the mail, then Search.

Review the returned records to determine if they appear to be yours. Don't worry if a detail or two is incorrect, such as a facility that you no longer work at showing up in the list, we can fix that at a later time.

If the records shown below match facilities where you work, or have worked, and the responsibilities listed for them are representative of your current or past work history, press confirm. This will associate your new login credentials with your imported data.

If you get an error message, verify that you have correctly entered your Pin and Operator ID. If you continue to receive an error contact the [Operator Certification Program Staff](#).

NOTE: These records may include facilities/responsibilities from previous work histroy.

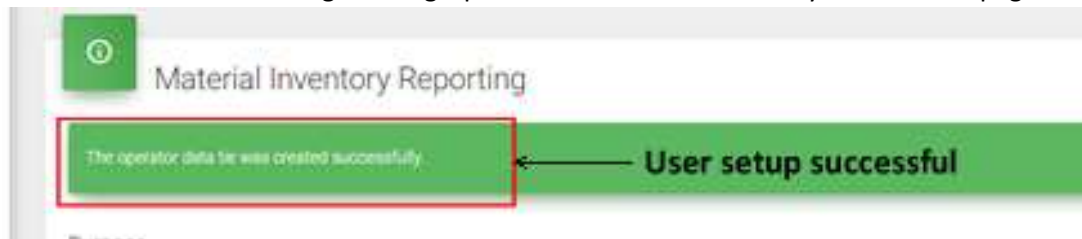
Operator Details

Name	Employment Status	Employment Responsibility	Facility Name	Facility Type
Stuart B Batty	Full Time	ROINC - Distribution and Treatment	Nokomis (PWS)	Drinking Water
Stuart B Batty	Full Time	ROINC - Distribution	Ramsey (PWS)	Drinking Water
Stuart B Batty	Full Time	ROINC - Distribution and Treatment	Taylorville (PWS)	Drinking Water
Stuart B Batty	Full Time	Operator	Taylorville (PWS)	Drinking Water
Stuart B Batty	Full Time	Operator	Witt (PWS)	Drinking Water
Stuart B Batty	Full Time	ROINC - Treatment	Pana (PWS)	Drinking Water
Stuart B Batty	Full Time	Operator	Pana (PWS)	Waste Water

CONFIRM

If these records represent your work history click confirm.

If the returned Operator Details pertain to you, the operator holding the account, then select **"Confirm"**. You will see an alert message stating Operator Data Tied successfully on the homepage.



Step 4: Review and Update Profile Information

After tying your Operator ID to the new account (this will only happen on first access), you will be asked to edit or confirm your profile information. Enter one or more addresses, emails, and phone numbers. Make sure one of each contact type is marked as preferred. Then click **Save** when done.

Illinois EPA

Wastewater and Drinking Water Operator Certification

Edit User Profile

Attention Needed!
Your attention is needed with "user contact information".

Database Updated
The operator data tie was created successfully.

Notification that your Operator ID and PIN were accepted and your new login was tied to your existing data.

Notification that you need to update your contact information on this page.

Edit User Profile

SHOW / HIDE INSTRUCTIONS

You can toggle detailed instructions here.

Personal Information

Title	First Name	Middle Initial	Last Name
Mr.	John	Q	Public

Phone Numbers

You must supply at least one phone number, email address, and mailing address.

Type	Description	Phone Number	Extension	Preferred?
Business Phor		(217) 555-1212		<input type="checkbox"/>
Home Phone		(217) 555-9999		<input checked="" type="checkbox"/>

ADD PHONE

Email Addresses

You must have at least one email address.

Type	Email Address
------	---------------

ADD EMAIL

If you provide multiple phone numbers, email addresses, or mailing address please specify which one you would like us to use for correspondence.

Addresses

Type	Address Name	Attention	Line 1	Line 2	City	State	Zip
Business Address			123 N. Main		Anytown	IL	98765-

ADD ADDRESS

If you would like to add another entry to any of these tables just click the button.

SAVE

Step 5: Confirm Profile Back at Home Page

After saving your profile info you can verify your profile data back on the home page. Here (see image below) you are presented with the options to further edit the profile info (green) or from the navigation menu on left continue to the Material Inventory Report page.

Water Treatment Facility Administration

User Details

User Profile

Personal Information

Title	First Name	Middle Name	Last Name	Suffix
Mr.			Batty	

Phone Numbers

Type	Description	Phone Number	Extension	Preferred?
Business Cell		(217) 555-5906		<input type="checkbox"/>
Business Phone		(217) 524-3906		<input type="checkbox"/>

Email Addresses

Type	Email Address	Preferred?
Business Email	✉ stuart.batty@illinois.gov	<input type="checkbox"/>
Personal Email	✉ stuart.batty@illinois.gov	<input checked="" type="checkbox"/>

Addresses

Type	Address Name	Attention	Line 1	Line 2	City	State	Zip	Preferred?
Business Address			123 main		Springfield	IL	62704	<input type="checkbox"/>

EDIT PROFILE

NAVIGATION

- Home
- Material Inventory Reports**
- Help

At this point, click on **Material Inventory Reports** in the navigation pane. This will direct you to the next page where you can view and enter new Material Inventory Reports.

Step 6: Material Inventory Reports Review

The Material Inventory Reports landing page will display general information about Material Inventory Reporting, a list of previous reports submitted, and access to create a new data submission.

If the small green radio buttons are clicked next to each submission record, the complete record is detail is displayed and the button becomes red. Click it again to collapse the record again.

If an operator is ROINC at multiple facilities, all previous submissions will be visible here for facilities at which the ROINC is currently responsible, even if another ROINC submitted past reports for those facilities. The actual submitter of each record is shown in the Reported By column.

Material Inventory Reports

Create new or view previous reports.

Purpose

The purpose of this web application is to fulfill the requirements for community water systems to report on service lines connected to their distribution systems as set forth in Section 17.11(c) of the Illinois Environmental Protection Act (415 ILCS 5/17.11(c)). Specifically, this subsection requires:

(c) The owner or operator of each community water system in the State shall develop a water distribution system material inventory that shall be submitted in written or electronic form to the Agency on an annual basis commencing on April 15, 2018 and continuing on each April 15 thereafter until the water distribution system material inventory is completed. In addition to meeting the requirements for water distribution system material inventories that are mandated by the United States Environmental Protection Agency, each water distribution system material inventory shall identify:

- (1) the total number of service lines within or connected to the distribution system, including privately owned service lines;
- (2) the number of all known lead service lines within or connected to the distribution system, including privately owned lead service lines; and
- (3) the number of the lead service lines that were added to the inventory after the previous year's submission. Nothing in this subsection shall be construed to require the submission of service lines as outlined above.

Usage

This application is for use by the responsible operator in charge of the water distribution system. You will need to create an account, verify your email address, log on, and then supply your PIN and Operator Id to associate your new Illinois Gov account with our system.

If you are a ROINC at a community water supply system you are responsible for, you will see reports on registering as a user with the Illinois Gov Authentication Portal.



Clicking the green plus icon will open the details panel to see connection type values.

Click the red minus icon to close.

All reports submitted for a facility where you are a ROINC will be shown here.

These reports may have been submitted by a previous ROINC or another ROINC currently working at your facility.

This symbol in the column heading indicates that the column is sortable. Click the heading to sort ascending. Click again to sort descending.

Facility Name	Total Connections	Report Date	Reporting Year	Reported By
 (PWS)	100	7/30/2019	2018	
 (PWS)	600	9/18/2019	2018	

Wholesale Connections 1
Copper/Lead Solder 70
Plastic 110
Cast/Ductile Iron or Transite 70

Retail Connections 599
Copper/Non-Lead Solder 70
Unknown Material 70

Lead 70
Galvanized 70
Unknown Not Lead 70

Showing 1 to 2 of 2 entries

PREVIOUS **1** NEXT

CREATE NEW Create a new report.

If a facility report for this reporting cycle has not been submitted, select “**Create New**”. When you click this button, the webform below opens and allows a new submission to be entered.

Step 7: Create a New Material Inventory Report

There are three pages on this form to create a new Material Inventory Report submission. On this first page, you must select a facility, then enter the number of retail and wholesale connections.

Material Inventory Reports
Create New Report

Material Inventory Report
Report service line material inventory for one community water supply.

WATER SUPPLY SERVICE LINES REVIEW AND SUBMIT

Let's start with water supply information

Facility You must select a facility to report on.
Only facilities where you are the ROINC will be in this list. If you have already created a report for a facility for this reporting year that facility will not appear in this list.

Retail Connections Enter the number of retail connections.
The number of direct service connections to the community water supply including residential, commercial, and industrial service connections.

Wholesale Connections Enter wholesale connections if you have any.
The number of other community water supplies who purchase wholesale water from this water supply.

Fields have validation helpers to alert you to invalid values. These green checkmarks indicate that valid data is present.

This value is automatically calculated from the retail and wholesale connections fields and cannot be directly edited. There must be at least 1 retail or wholesale connection.

Click next when all data has been entered.

RESET FORM **QUIT WITHOUT SAVING** **NEXT**

Facility	Retail	Wholesale	Total Connections
RAMSEY (PWS)	1950	1	1951

The listed facilities will only include those that: A) have not yet had a data submission for this reporting year, and B) have the user identified as a responsible operator. In this way, as a ROINC with multiple facilities begins entering results, the list of available facilities will shrink with each facility report completed until no more remain. After reports for all responsible facilities are entered, a message will be displayed stating that all reports for this user's facilities have been entered for this year.

Validation on the data entry and calculated total fields will notify the user if there are any calculation or other types of errors that need to be corrected.

Once validation checks out (all check boxes to the right are green) and the user is satisfied with the facility selection and counts as entered, select **Next** to move on to the second page.

The second page requests the counts of the different types of service lines to be entered. The page carries the overall total service lines from the previous page to help the user validate the connection type counts to be entered. As values are entered for each connection type validation on each field will notify the user if values are acceptable and running total at the bottom can be compared to the total connections from the previous page.

Material Inventory Reports
Create New Report

Material Inventory Report

Report service line material inventory for one community water supply.

WATER SUPPLY

SERVICE LINES

REVIEW AND SUBMIT

Now enter service line counts for each material type.

Report mixed service line material as the type with highest potential lead risk.

Highest Potential Risk for Mixed Service Lines

Highest Risk #1	Service Line Material Type
1	Lead
2	Unknown
3	Copper-Lead Solder
4	Galvanized
5	Unknown - Not Lead
6	Copper-No Lead Solder
7	Cast/Ductile Iron or Transite
8	Plastic

While 0 is a valid entry, it's probably not what you intended. Check each type to ensure the values are correct. When they add up to the correct total you will be able to go to the next page.

This field contains the computed total of all of the connection types above. It keeps a running total of the total you've entered.

Here you can see that the total is 812 less than it should be.

Lead
12
✓

Unknown
551
✓

Copper - Lead Solder
22
✓

Galvanized
316
✓

Unknown Not Lead
10
✓

Copper - No Lead Solder
221
✓

Cast/Ductile Iron or Transite
7
✓

Plastic
0
✓

Checking the totals

The **Total Connections by Material Type** field is the sum of the previous 8 entries. This total must match the **Total Service Connections** value, which is the sum of **Wholesale** and **Retail** connections from the previous page.

Connections by Material Type
1139
✗

Sum of connections by material type must equal Total Connections.

Total Connections
1951

This is the total from the previous page. If this is incorrect, you can click Previous button to go back and correct it.

PREVIOUS

Click next when all data is valid.

NEXT

RESET FORM

QUIT WITHOUT SAVING

On this page additional information is displayed in the chart regarding risks associated with different service line types and the priority places on them. Note: mixed service line material types should be reported at the highest potential lead risk. For instance, if a service line contains both Lead and Galvanized, report it in the Lead count.

When all data is entered and with no calculation errors, select **Next** to complete the data reporting and move to the last page. The user can also go back if numerical counts need to be fixed in the previous page.

The last page presents the Material Inventory Report data about to be submitted in review format so the user can check for accuracy.

Material Inventory Reports

Create New Report

Material Inventory Report

Report service line material inventory for one community water supply.

WATER SUPPLY

SERVICE LINES

REVIEW AND SUBMIT

Review and submit your report.

Facility Name

CONNECTIONS

Connection Type	Count
Retail	1950
Connections	1
Total	1951

SERVICE LINES

Material	Count
Lead	12
Unknown	551
Copper-Lead Solder	22
Galvanized	316
Unknown - Not Lead	10
Copper-No Lead Solder	221
Cast/Ductile Iron or Transite	7
Plastic	812
Total	1951

These sections contain a summary of what you entered on the previous two pages. Please ensure that the data is entered as you intended.

If you need to make corrections use the Previous button to go back as far as you need.

PREVIOUS

After you verify that all values are correct, click submit to complete your report.

SUBMIT

RESET FORM

QUIT WITHOUT SAVING

The user should verify the counts and totals on both the connections side and the service lines side for accuracy. If everything looks acceptable, click **Submit** to complete the save operation to the database.

Step 8: Review PWS Material Inventory Reports or Submit Another

After successfully submitting a report, the operator will be directed back to this screen to review previously submitted report data for any facility he has responsibility as ROINC. The most recent submission should now be visible at the top of the list. The data detail can be verified here as well by clicking on the green radio button. If the user has additional facilities to report on, click **Create New** to enter additional reporting data for each facility under the user's responsibility.

Material Inventory Reports

Create new or view previous reports.

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Usage

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If you are a ROINC at a community water supply system you will need to create an account, verify your email address, log on, and then supply your PIN and Operator Id to associate your new Illinois.Gov account with our system. These reports may have been submitted by a previous ROINC or another ROINC currently working at your facility.

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Retail Connections 599
Copper/Non-Lead Solder 70
Unknown Material 70

Lead 70
Galvanized 70
Unknown Not Lead 70

Showing 1 to 2 of 2 entries

PREVIOUS 1 NEXT

CREATE NEW Create a new report.

If the user finds that a facility should be in the list and is not:

- Refresh your browser, perhaps another ROINC at the facility just completed it and it will show up in the list and check the sorting by Reporting Year so that most recent are at the top
- User is not tied to the facility with ROINC responsibility
- There is a data problem with the status of the facility

If refreshing the browser and sort does not display the facility in the list of completed submissions, please send a note of the problem to EPA.OperatorCertification@illinois.gov, identifying the facility name, operator name, and an other pertinent details. Staff at the Illinois EPA monitoring this email will address the issue.

Step 9: All Reports Submitted

After successfully submitting the last report that the user is responsible for, clicking on the a Create New button will display a message (see image below) explaining that all reports for the year have been submitted.

